

**OXFORD TOWNSHIP MEETING**  
**January 3, 2024**

The Reorganization meeting of the Township Committee of Oxford Township was held on January 3, 2024 in the Oxford Township Municipal Building, 11 Green Street, Oxford, NJ.

The meeting was opened by Lee Geller, Acting Municipal Clerk at 7:00 PM.

Notice of time, date, location and agenda of this meeting, to the extent then known was provided at least forty-eight (48) hours prior to the commencement of this meeting in the following manner pursuant to the provisions of Chapter 231 of the law of 1975 “the Open Public Meetings Act”:

- Emailing to the Express Times / Warren County NJ Zoned Edition
- Posting on the Township web-site and Facebook page

In attendance was Gerald Norton, Georgette Miller, and Linda Koufodontes, Township Committee, Matthew Hall, Township Administrator, Rich Wenner, Township Attorney, Bryce Good, Township Engineer, and Lee Geller, Acting Municipal Clerk.

**Swearing In** – Attorney Rich Wenner swore Linda Koufodontes in to a 3-year term as Committee Member.

**Nominations for Mayor** – Linda Koufodontes nominated Gerald Norton for Mayor. Seconded by Georgette Miller and passed unanimously on roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

Rich Wenner swore Gerald Norton in to a 1-year term as Mayor.

**Nominations for Deputy Mayor** – Linda Koufodontes nominated Georgette Miller for Deputy Mayor. Seconded by Gerald Norton and passed unanimously on roll call vote. Ayes: 2, Nays: 0, Abstain: 0, Absent: 1.

Rich Wenner swore Georgette Miller in to a 1-year term as Deputy Mayor.

Mayor Norton assumed leadership of the meeting.

**1<sup>st</sup> Public Comment:** no comments

**Mayoral Appointments:**

Mayor Norton made the following appointments:

**Licensed Sewer Operator**-Michael Brady –

Georgette Miller moved to approve the appointment of Michael Brady as Licensed Sewer Operator. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed

**IT Computer Personnel**-Jean Paul Reece –

Georgette Miller moved to approve the appointment of Jean Paul Reece as IT Computer Personnel. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed

**Director Recycling/Clean Communities** -Kevin Murray –

Georgette Miller moved to approve the appointment of Kevin Murray as Director of Recycling/Clean Communities. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

**Zoning Officer-Michael Finelli –**

Georgette Miller moved to approve the appointment of Michael Finelli as Zoning Officer. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**Deputy Emergency Management Coordinator – Doug Ort –**

Georgette Miller moved to approve the appointment of Doug Ort as Deputy Emergency Management Coordinator. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**2024 Committees within the Township Committee:**

Mayor Norton made the following appointments:

Finance Committee: Gerald Norton  
Affirmative Action Liaison: Linda Koufodontes  
Roads, Streets, Garbage and Street Lighting: Gerald Norton  
Public Safety and Police Liaison: Gerald Norton  
Recreation: Georgette Miller

Liaison to PCFA: Georgette Miller  
Liaison to PRMUA: Gerald Norton  
Liaison to Board of Education: Linda Koufodontes  
Liaison to Board of Chosen Freeholders: Linda Koufodontes  
Administration Liaison: Linda Koufodontes

**Land Use Board Appointment:**

Class I Member: Mayor Gerald Norton  
Class II Member: Township Employee/Volunteer – Doug Ort  
Class III Member: Committeewomen – Linda Koufodontes

Alternate Member I: One-year appt. – Tim Weiss  
Alternate Member II: one-year appt. – Michael Deneault  
Alternate Member III: appointment to be named at a later date

Georgette Miller moved to approve all appointments. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0, Absent:0. Motion passed.

**Ordinances- 1<sup>st</sup> Reading/Public Hearing:**

**ORDINANCE NO. 2024-01**

**AN ORDINANCE TO ESTABLISH CHAPTER 286 OF THE CODE OF THE TOWNSHIP OF OXFORD ENTITLED “STORMWATER POLLUTION PREVENTION” PURSUANT TO THE REQUIREMENTS OF THE TOWNSHIP’S 2023 NJDEP MS4 PERMIT**

WHEREAS, the Township of Oxford is required by the State of New Jersey Department of Environmental Protection (NJDEP) to administer certain stormwater management requirements within the Township, and

WHEREAS, the State of New Jersey pursuant to N.J.A.C. 7:14A. on December 22, 2022 issued a New Jersey Pollutant Discharge Elimination System (NJPDES) Permit to the Township of Oxford as an operator of a Municipal Separate Storm Sewer System (MS4) within the State, and

WHEREAS, said NJPDES Permit is a renewal of the Township's previous NJPDES permit with said new permit having an effective date of January 1, 2023; and

WHEREAS, the Township of Oxford under said new permit is required to adopt certain ordinances to protect water resources within the Township;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN COUNTY, STATE OF NEW JERSEY, THAT THE CODE OF THE TOWNSHIP OF OXFORD IS HEREBY AMENDED TO ADD A NEW CHAPTER 286 ENTITLED "STORMWATER POLLUTION PREVENTION" AS FOLLOWS:**

**SECTION 1**

A new Chapter 286 entitled "Stormwater Pollution Prevention" is established as follows:

**VII. ARTICLE I – Pet Waste**

**VIII. §121-1. Purpose.**

An ordinance to establish requirements for the proper disposal of pet solid waste in the Township of Oxford, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

**IX. §121-2. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

**IMMEDIATE**

Means that the pet solid waste is removed at once, without delay.

**OWNER/KEEPER**

Any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.

**PERSON**

Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

**PET**

A domesticated animal (other than a disability assistance animal) kept for amusement or companionship.

## PET SOLID WASTE

Waste matter expelled from the bowels of the pet; excrement

## PROPER DISPOSAL

Placement in a designated waste receptacle, or other suitable container, and discarded in a refuse container which is regularly emptied by the municipality or some other refuse collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

### **X. §121-3. Requirement for Disposal:**

All pet owners and keepers are required to immediately and properly dispose of their pet's solid waste deposited on any property, public or private, not owned or possessed by that person.

### **XI. §121-4. Exemptions:**

Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this section while such animal is being used for that purpose.

## **XII. ARTICLE II – Wildlife Feeding**

### **XIII. §121-5. Purpose.**

An ordinance to prohibit the feeding of unconfined wildlife in any public park or on any other property owned or operated by the Township of Oxford, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

### **XIV. §121-6. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

## FEED

To give, place, expose, deposit, distribute or scatter any edible material with the intention of feeding, attracting or enticing wildlife. Feeding does not include baiting in the legal taking of fish and/or game.

## PERSON

Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

## WILDLIFE

All animals that are neither human nor domesticated.

### **XV. §121-7. Prohibited Conduct.**

No person shall feed, in any public park or on any other property owned or operated by the Township of Oxford, any wildlife, excluding confined wildlife (for example, wildlife confined

in zoos, parks or rehabilitation centers, or unconfined wildlife at environmental education centers, or feral cats as part of an approved Trap-Neuter-Release program).

**XVI. ARTICLE III – Litter Control.**

**XVII. §121-8. Purpose.**

An ordinance to establish requirements to control littering in the Township of Oxford, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**XVIII. §121-9. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

**LITTER**

Any used or unconsumed substance or waste material which has been discarded, whether made of aluminum, glass, plastic, rubber, paper, or other natural or synthetic material, or any combination thereof, including, but not limited to, any bottle, jar or can, or any top, cap or detachable tab of any bottle, jar or can, any unlighted cigarette, cigar, match or any flaming or glowing material or any garbage, trash, refuse, debris, rubbish, grass clippings or other lawn or garden waste, newspapers, magazines, glass, metal, plastic or paper containers or other packaging or construction material, but does not include the waste of the primary processes of mining or other extraction processes, logging, sawmilling, farming or manufacturing.

**LITTER RECEPTACLE**

A container suitable for the depositing of litter.

**PERSON**

Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

**XIX. §121-10. Prohibited acts and regulated activities.**

- A. It shall be unlawful for any person to throw, drop, discard or otherwise place any litter of any nature upon public or private property other than in a litter receptacle, or having done so, to allow such litter to remain.
- B. Whenever any litter is thrown or discarded or allowed to fall from a vehicle or boat in violation of this ordinance, the operator or owner, or both, of the motor vehicle or boat shall also be deemed to have violated this ordinance.

**XX. ARTICLE IV – Improper Disposal of Waste.**

**XXI. §121-11. Purpose.**

An ordinance to prohibit the spilling, dumping, or disposal of materials other than stormwater to the municipal separate storm sewer system (MS4) operated by the [insert name of municipality], so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**XXII. §121-12. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by [insert name of municipality] or other public body, and is designed and used for collecting and conveying stormwater. **NOTE:** In municipalities with combined sewer systems, add the following: “MS4s do not include combined sewer systems, which are sewer systems that are designed to carry sanitary sewage at all times and to collect and transport stormwater from streets and other sources.”

**PERSON**

Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

**STORMWATER**

Water resulting from precipitation (including rain and snow) that runs off the land’s surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

**XXIII. §121-13. Prohibited Conduct:**

The spilling, dumping, or disposal of materials other than stormwater to the municipal separate storm sewer system operated by the Township of Oxford is prohibited. The spilling, dumping, or disposal of materials other than stormwater in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system is also prohibited.

**XXIV. §121-14. Exceptions to Prohibition:**

- A. Water line flushing and discharges from potable water sources
- B. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)
- C. Air conditioning condensate (excluding contact and non-contact cooling water)
- D. Irrigation water (including landscape and lawn watering runoff)
- E. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows
- F. Residential car washing water, and residential swimming pool discharges
- G. Sidewalk, driveway and street wash water
- H. Flows from firefighting activities
- I. Flows from rinsing of the following equipment with clean water:

- (1) Beach maintenance equipment immediately following their use for their intended purposes; and
- (2) Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded. Rinsing of equipment as noted in this situation is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

**XXV. ARTICLE V – Yard Waste Collection Program.**

**XXVI. §121-15. Purpose.**

An ordinance to establish a yard waste collection and disposal program in the Township of Oxford, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**XXVII. §121-16. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

**CONTAINERIZED**

Means the placement of yard waste in a trash can, bucket, bag or other vessel, such as to prevent the yard waste from spilling or blowing out into the street and coming into contact with stormwater.

**PERSON**

Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

**STREET**

Means any street, avenue, boulevard, road, parkway, viaduct, drive, or other way, which is an existing State, county, or municipal roadway, and includes the land between the street lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, curbs, sidewalks, parking areas, and other areas within the street lines.

**YARD WASTE**

Means leaves and grass clippings.

**XXVIII. §121-17. Yard Waste Collection**

Sweeping, raking, blowing or otherwise placing yard waste that is not containerized at the curb or along the street is only allowed during the seven (7) days prior to a scheduled and announced collection, and shall not be placed closer than 10 feet from any storm drain inlet. Placement of such yard waste at the curb or along the street at any other time or in any other manner is a

violation of this ordinance. If such placement of yard waste occurs, the party responsible for placement of the yard waste must remove the yard waste from the street or said party shall be deemed in violation of this ordinance.

**XXIX. ARTICLE VI – Private Storm Drain Inlet Retrofitting.**

§121-18. Purpose.

An ordinance requiring the retrofitting of existing storm drain inlets which are in direct contact with repaving, repairing, reconstruction, or resurfacing or alterations of facilities on private property, to prevent the discharge of solids and floatables (such as plastic bottles, cans, food wrappers and other litter) to the municipal separate storm sewer system(s) operated by the Township of Oxford so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**XXX. §121-19. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by [insert name of municipality] or other public body, and is designed and used for collecting and conveying stormwater. **NOTE:** In municipalities with combined sewer systems, add the following: “MS4s do not include combined sewer systems, which are sewer systems that are designed to carry sanitary sewage at all times and to collect and transport stormwater from streets and other sources.”

**PERSON**

Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

**STORM DRAIN INLET**

An opening in a storm drain used to collect stormwater runoff and includes, but is not limited to, a grate inlet, curb-opening inlet, slotted inlet, and combination inlet.

**WATERS OF THE STATE**

Means the ocean and its estuaries, all springs, streams and bodies of surface or ground water, whether natural or artificial, within the boundaries of the State of New Jersey or subject to its jurisdiction.

**XXXI. §121-20. Prohibited Conduct.**

No person in control of private property (except a residential lot with one single family house) shall authorize the repaving, repairing (excluding the repair of individual potholes), resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot



bitumen), reconstructing or altering any surface that is in direct contact with an existing storm drain inlet on that property unless the storm drain inlet either:

- A. Already meets the design standard below to control passage of solid and floatable materials; or
- B. Is retrofitted or replaced to meet the standard in Section 121-21 below prior to the completion of the project.

**XXXII. §121-21. Design Standard.**

Storm drain inlets identified in Section 121-20 above shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this paragraph, “solid and floatable materials” means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see Section 121-21.C. below.

- A. Design engineers shall use either of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:
  - (1) The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines (April 1996); or
  - (2) A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension.

Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater basin floors.

- B. Whenever design engineers use a curb-opening inlet, the clear space in that curb opening (or each individual clear space, if the curb opening has two or more clear spaces) shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.
- C. This standard does not apply:
  - (1) Where the municipal engineer agrees that this standard would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets that meet these standards;
  - (2) Where flows are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:
    - (a) A rectangular space four and five-eighths inches long and one and one-half inches wide (this option does not apply for outfall netting facilities); or
    - (b) A bar screen having a bar spacing of 0.5 inches.

- (3) Where flows are conveyed through a trash rack that has parallel bars with one-inch (1”) spacing between the bars; or
- (4) Where the New Jersey Department of Environmental Protection determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

**ARTICLE VII – Illicit Connections**

§121-22. Purpose.

An ordinance to prohibit illicit connections to the municipal separate storm sewer system(s) operated by the Township of Oxford, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

**XXXIII. §121-23. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory. The definitions below are the same as or based on corresponding definitions in the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A-1.2.

**DOMESTIC SEWAGE**

Waste and wastewater from humans or household operations.

**ILLICIT CONNECTION**

Any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the municipal separate storm sewer system operated by the [insert name of municipality], unless that discharge is authorized under a NJPDES permit other than the Tier A Municipal Stormwater General Permit (NJPDES Permit Number NJ0141852). Non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system.

**INDUSTRIAL WASTE**

Non-domestic waste, including, but not limited to, those pollutants regulated under Section 307(a), (b), or (c) of the Federal Clean Water Act (33 U.S.C. §1317(a), (b), or (c)).

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by [insert name of municipality] or other public body, and is designed and used for collecting and conveying stormwater. **NOTE:** In municipalities with combined sewer systems, add the following: “MS4s do not include combined sewer systems, which are sewer systems that are designed to carry sanitary sewage at all times and to collect and transport stormwater

from streets and other sources.”

#### NJPDES PERMIT

A permit issued by the New Jersey Department of Environmental Protection to implement the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A

#### NON-CONTACT COOLING WATER

Water used to reduce temperature for the purpose of cooling. Such waters do not come into direct contact with any raw material, intermediate product (other than heat) or finished product. Non-contact cooling water may however contain algacides, or biocides to control fouling of equipment such as heat exchangers, and/or corrosion inhibitors.

#### PERSON

Any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

#### PROCESS WASTEWATER

Any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product. Process wastewater includes, but is not limited to, leachate and cooling water other than non-contact cooling water.

#### STORMWATER

Water resulting from precipitation (including rain and snow) that runs off the land’s surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

#### XXXIV. **§121-24. Prohibited Conduct.**

No person shall discharge or cause to be discharged through an illicit connection to the municipal separate storm sewer system operated by the Township of Oxford any domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater).

#### **ARTICLE VIII – Privately Owned Salt Storage.**

##### §121-25. Purpose.

The purpose of this ordinance is to prevent stored salt and other solid de-icing materials from being exposed to stormwater.

This ordinance establishes requirements for the storage of salt and other solid de-icing materials on properties not owned or operated by the municipality (privately-owned), including residences, in the Township of Oxford to protect the environment, public health, safety and welfare, and to prescribe penalties for failure to comply.

##### §121-26. Definitions.

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

#### DE-ICING MATERIALS

Means any granular or solid material such as melting salt or any other granular solid that assists in the melting of snow.

#### IMPERVIOUS SURFACE

Means a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water.

#### STORM DRAIN INLET

Means the point of entry into the storm sewer system.

#### PERMANENT STRUCTURE

Means a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled (new structures require a door or other means of sealing the access way from wind driven rainfall).

A fabric frame structure is a permanent structure if it meets the following specifications:

1. Concrete blocks, jersey barriers or other similar material shall be placed around the interior of the structure to protect the side walls during loading and unloading of de-icing materials;
2. The design shall prevent stormwater run-on and run through, and the fabric cannot leak;
3. The structure shall be erected on an impermeable slab;
4. The structure cannot be open sided; and
5. The structure shall have a roll up door or other means of sealing the access way from wind driven rainfall.

#### PERSON

Means any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

#### RESIDENT

Means a person who resides on a residential property where de-icing material is stored.

#### §121-27. Deicing Material Storage Requirements.

- A. Temporary outdoor storage of de-icing materials in accordance with the requirements below is allowed between October 15<sup>th</sup> and April 15<sup>th</sup>:
  - (1) Loose materials shall be placed on a flat, impervious surface in a manner that prevents stormwater run-through;
  - (2) Loose materials shall be placed at least 50 feet from surface water bodies, storm drain inlets, ditches and/or other stormwater conveyance channels;
  - (3) Loose materials shall be maintained in a cone-shaped storage pile. If loading or unloading activities alter the cone-shape during daily activities, tracked materials shall be swept back into the storage pile, and the storage pile shall be reshaped into a cone after use;
  - (4) Loose materials shall be covered as follows:

- (a) The cover shall be waterproof, impermeable, and flexible;
- (b) The cover shall extend to the base of the pile(s);
- (c) The cover shall be free from holes or tears;
- (d) The cover shall be secured and weighed down around the perimeter to prevent removal by wind; and
- (e) Weight shall be placed on the cover(s) in such a way that minimizes the potential of exposure as materials shift and runoff flows down to the base of the pile.

Sandbags lashed together with rope or cable and placed uniformly over the flexible cover, or poly-cord nets provide a suitable method. Items that can potentially hold water (e.g., old tires) shall not be used.

- (5) Containers must be sealed when not in use; and
  - (6) The site shall be free of all de-icing materials between April 16<sup>th</sup> and October 14<sup>th</sup>.
- B. De-icing materials should be stored in a permanent structure if a suitable storage structure is available. For storage of loose de-icing materials in a permanent structure, such storage may be permanent, and thus not restricted to October 15 -April 15.
  - C. The property owner, or owner of the de-icing materials if different, shall designate a person(s) responsible for operations at the site where these materials are stored outdoors, and who shall document that weekly inspections are conducted to ensure that the conditions of this ordinance are met. Inspection records shall be kept on site and made available to the municipality upon request.

Residents who operate businesses from their homes that utilize de-icing materials are required to perform weekly inspections.

§121-28. Exemptions.

- A. Residents may store de-icing materials outside in a solid-walled, closed container that prevents precipitation from entering and exiting the container, and which prevents the de-icing materials from leaking or spilling out. Under these circumstances, weekly inspections are not necessary, but repair or replacement of damaged or inadequate containers shall occur within 2 weeks.
- B. If containerized (in bags or buckets) de-icing materials are stored within a permanent structure, they are not subject to the storage and inspection requirements in Section 121-27 above. Piles of de-icing materials are not exempt, even if stored in a permanent structure.
- C. This ordinance does not apply to facilities where the stormwater discharges from de-icing material storage activities are regulated under another NJPDES permit.

**ARTICLE IX – Tree Removal and Replacement.**

§121-29. Purpose.

An ordinance to establish requirements for tree removal and replacement and penalties for noncompliance in the Township of Oxford to protect the environment, public health, safety and welfare.

**XXXV.        §121-29. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this ordinance clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The use of the word "shall" means the requirement is always mandatory and not merely directory.

**APPLICANT**

Means any “person”, as defined below, who applies for approval to remove trees regulated under this ordinance.

**DIAMETER AT BREAST HEIGHT (DBH)**

Means the diameter of the trunk of a tree generally measured at a point four and a half feet above ground level from the downhill side of the tree.

**TREE OF SIGNIFICANCE**

Means any tree that is recognized by the municipal governing body or local historical organization(s) as being of significance due to its size, unique value, age, rarity, or the aesthetic, botanical, ecological, and historical value.

**HOMEOWNER**

Means a person(s) who owns a residence.

**NUISANCE TREE**

Means any tree, or limb thereof, that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; is causing obvious damage to structures (such as building foundations, sidewalks, etc); or threatens public health, safety, and welfare.

**PERSON**

Means any individual, corporation, company, partnership, firm, association, political subdivision of this State and any state, interstate or Federal agency.

**PLANTING STRIP**

Means the part of a street right-of-way between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.

**STREET TREE**

Means a tree planted in the sidewalk or a planting strip in the public right-of-way.

**TREE**

Means a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

**TREE REMOVAL**

Means to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, and improper grading and/or soil compaction around the base of the tree that leads to the

decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of tree treatments intended to manage invasive species.

**XXXVI. §121-30. Regulated Activities.**

**A. Tree Replacement Requirements**

- (1) Within a five-year period, any person who removes one or more street tree(s) with a DBH of 2.5” or more, unless exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table below.
- (2) For applicants, other than “Homeowners”:  
Within a five-year period, any person, other than a homeowner, who removes one or more tree(s) with a DBH of 6” or more per acre, unless exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table below.
- (3) For “Homeowner” applicants:  
Within a five-year period, any person that removes more than three (3) trees per acre that fall into categories 1, 2, or 3, combined, or anyone (1) tree in categories 4 or 5 in the Tree Replacement Requirements table below, unless exempt under Section 121-31, shall be subject to the requirements of the Tree Replacement Requirements Table below.
- (4) Acceptable species of replacement trees are as follows:
  - (a) October Glory Maple
  - (b) Green Mountain Sugar Maple
  - (c) Princeton Sentry Ginkgo
  - (d) Sour Gum
  - (e) Swamp White Oak
  - (f) Willow Oak
  - (g) Red Oak
  - (h) Sawleaf Zelkova
- (5) Replacement tree(s) shall meet the required actions in table below, and shall be planted within twelve (12) months of the date of removal of the original tree(s). Replacement tree(s) shall be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months. Trees planted in temporary containers or pots do not count towards tree replacement requirements.

Tree Replacement Requirements Table:

Category	Tree Removed (DBH)	Required Action
1	DBH of 2.5” (for street trees) or 6” (for other trees) to 12.99”	Replant 1 tree in accordance with Appendix A, with a minimum DBH of 1.5” for each tree removed

2	DBH of 13” to 22.99”	Replant 2 trees in accordance with Appendix A, with minimum DBHs of 1.5” for each tree removed
3	DBH of 23” to 32.99”	Replant 3 trees with minimum DBHs of 1.5” for each tree removed
4	DBH of 33” or greater	Replant 4 trees with minimum DBHs of 1.5” for each tree removed
5	Tree of Significance*	Replant 5 trees with minimum DBHs of 1.5” for each tree removed

\*Tree of Significance removals shall be approved by the Township Committee.

**B. Replacement Alternative.**

If the municipality determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:

- (1) Plant replacement trees in a separate area(s) approved by the municipality.
- (2) Pay a fee (amount to be set by municipality) per tree removed. This fee shall be placed into a fund dedicated to tree planting.

**XXXVII. §121-31. Exemptions.**

All persons shall comply with the tree replacement standard outlined above, except in the following cases. Justification shall be provided, in writing, to the municipality by all persons claiming an exemption:

- A. Clearing, cutting, and/or removal of trees which is necessary to service, maintain, or ensure the continued safe use of a lawfully existing structure, right- of-way, field, park, and/or garden.
- B. Tree farms in active operation, nurseries, fruit orchards, and garden centers;
- C. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan;
- D. Any trees removed pursuant to a New Jersey Department of Environmental Protection (NJDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or NJDEP approved habitat enhancement plan;
- E. Approved game management practices, as recommended by the State of New Jersey Department of Environmental Protection, Division of Fish, Game and Wildlife;
- F. Nuisance trees may be removed with no fee or replacement requirement.

**SECTION 2**

All actions of the Township taken prior to the date of adoption hereof contemplated by this Ordinance are hereby ratified and approved.

**SECTION 3**



If any section, paragraph, subsection, clause or provision of this Ordinance shall be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any remaining part thereof.

**SECTION 4**

All Ordinances or parts of Ordinances of the Township of Oxford heretofore adopted that are inconsistent with any of the terms and provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 5**

This Ordinance shall take effect immediately upon its final passage, approval and publication as provided by law.

I HEREBY CERTIFY the above to be a true copy of an Ordinance introduced by the Township Committee of the Township of Oxford at a duly convened meeting held on January 3, 2024\_\_\_\_\_ and adopted on February 7, 2024.

Georgette Miller moved to accept Ordinance 2024-01. Seconded by Linda Koufodontes and passed unanimously on roll call vote. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0

**Resolutions:**

**RESOLUTION 2024-01**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE**  
**OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN**  
**AND STATE OF NEW JERSEY DESIGNATING**  
**REGULAR MEETING DATES / TIMES**

**WHEREAS** Section 13 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that at least once a year, no later than January 10<sup>th</sup> of such year, this public body shall post and mail to newspapers designated by said body, a schedule of the location, time and date of such work sessions and regular meetings of said body during the succeeding year;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Oxford, County of Warren and State of New Jersey, as follows:

**TOWNSHIP COMMITTEE MEETINGS** of the Township of Oxford shall be held at 6:30 PM on the following Wednesdays of the month (dates listed below), at the Oxford Township Municipal Building, 11 Green Street, Oxford, New Jersey.

The dates of such workshop/regular meetings are as follows for the year 2024:

<b><u>MONTH</u></b>	<b><u>REGULAR MEETINGS 3<sup>rd</sup> Wednesday of each month</u></b>		
January	<b>3<sup>rd</sup></b>	<b>Re-Org</b>	17 <sup>th</sup>
February	7 <sup>th</sup>		21 <sup>st</sup>
March	6 <sup>th</sup>		20 <sup>th</sup>

April	3 <sup>rd</sup>	17 <sup>th</sup>
May	1 <sup>st</sup>	15 <sup>th</sup>
June	no meeting	19 <sup>th</sup>
July	3 <sup>rd</sup>	17 <sup>th</sup>
August	7 <sup>th</sup>	21 <sup>st</sup>
September	4 <sup>th</sup>	18 <sup>th</sup>
October	2 <sup>nd</sup>	16 <sup>th</sup>
November	no meeting	20 <sup>th</sup>
December	4 <sup>th</sup>	18 <sup>th</sup>

**2025 Re-org meeting January 8, 2025**

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to adopt Resolution 2024-01 with changes to a new time for 2024 for meeting to start 6:30pm. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

**RESOLUTION 2024-02**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF OXFORD, COUNTY OF WARREN AND  
STATE OF NEW JERSEY DESIGNATING NEWSPAPER TO  
RECEIVE NOTICES OF MEETINGS**

**WHEREAS** Section 3 (d) of the Open Public Meeting Act, Chapter 231, P.L. 1975, requires that certain notices of meetings shall be submitted to two (2) newspapers of the Township; and

**WHEREAS** the second newspaper designated by this body must be one, which has the greatest likelihood of informing the public within the jurisdictional boundaries of this body, of such meetings:

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Oxford, County of Warren and State of New Jersey:

1. That **The Express Times/Warren County- NJ Zoned Edition**, Easton, Pennsylvania is hereby designated as the official newspaper of the Township, to receive all notices of meetings as required under the Open Public Meetings Act.
2. That **The Express Times/Weekly Edition, Easton, Pennsylvania** is designated as the second newspaper as required under the Open Public Meetings Act.
3. The **STAR LEDGER**, Newark, NJ. is designated as an additional second newspaper if needed as required under the Open Public Meetings Act.

This Resolution shall take effect immediately.

**CERTIFICATION**

I, Laurie A. Courter Township Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

**WITNESS**, my hand and seal of the Township of Oxford, on this 3<sup>th</sup> day of January 2024.

Georgette Miller moved to adopt Resolution 2024-02. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

**RESOLUTION 2024-03  
ESTABLISHING A CASH MANAGEMENT PLAN AND  
NAMING OFFICIAL CASH DEPOSITORIES**

**WHEREAS**, NJSA 40A: 5-14 mandates that a Governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state; and

**WHEREAS**, NJSA 40A: 5-15.1 amended by Chapter 148, P.L. 1997 established new requirements for the investment of public funds and adoption of a cash management plan for counties, municipalities and authorities; and

**WHEREAS**, the Borough Council of the Township of Oxford, County of Warren wish to comply with the above statutes;

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Township of Oxford, County of Warren adopts the following cash management plan, includes the official

depositories for the Township of Oxford, County of Warren for the period January 1, 2024 through December 31, 2024.

**CASH MANAGEMENT PLAN OF THE  
TOWNSHIP OF OXFORD,  
COUNTY OF WARREN**

**I. STATEMENT OF PURPOSE**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the Township of Oxford, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED  
BY THE PLAN**

A. The plan is intended to cover all deposits and/or all investments of the funds of the Township of Oxford including but not limited to:

- Current Fund
- Payroll Trust Fund
- Agency Account
- Sewer Utility Revenue Account
- Developers’ Escrow Trust Funds
- Open Space Accounts
- General Capital Account
- Sewer Capital Account
- Regular Trust Accounts

**III. DESIGNATION OF OFFICIALS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN**

The Chief Financial Officer (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Oxford are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

The Chief Financial Officer is further authorized to make interfund transfers between the Borough Funds as may be necessary from time to time. The Chief Financial Officer is authorized to make such transfers and/or any and all payments by wire transfer as necessary.

**IV. DESIGNATION OF DEPOSITORIES**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

First Bank

Fulton Bank

TD Bank

Bank of America

PNC Bank

Wells Fargo

Investors Savings

The Depository Trust Company

Provident

Peapack Gladstone Bank

Money Market Investment Accounts and/or Certificates of Deposit

Unity Bank

**All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.**

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township of Oxford referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

First Bank  
Fulton Bank  
Bank of America  
TD Bank  
MBIA-Class Management Unit Trust  
NJ ARM Program  
NJ Cash Management Fund  
PNC Bank  
Valley National Bank  
Millington Savings Bank  
Provident  
The Depository Trust Company  
Investors Savings  
Wells Fargo  
Peapack Gladstone Bank  
Unity Bank

VI. AUTHORIZED INVESTMENTS

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of the school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;

- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L.1977, ch. 281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
  - (a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a:
  - (b) The custody of collateral is transferred to a third party;
  - (c) The maturity of the agreement is not more than 30 days;
  - (d) The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17: 19-41); and
  - (e) A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “governmental money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund

An investment company or investment trust:

- (a) Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 USC sec. 80a-1 et seq., and operated in accordance with 17 CFR sec. 270.2a-7.
- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
  - (1) Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (2) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool

An investment pool:

- (a) Which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) Which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) Which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investment;
- (e) Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected at the time of interest rate adjustment, to have a market value that approximates their par value, or net asset value; and
- (f) Which purchases and redeems investments directly from the issuer, governmental money market mutual fund, or the State of New Jersey Cash Management fund, or through the use of a National or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49: 3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for

contingencies and undivided profits, or through a securities dealer who makes primary markets in the U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government Securities.

**XXXVIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Oxford, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Oxford to assure that there is no unauthorized use of the funds or the Permitted Investments that involve Securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Township of Oxford or by a third party custodian prior to or upon the release of the Township of Oxford’s funds.

To assure that all parties with whom the Township of Oxford deals either by way of Deposits or Permitted Investments are aware of the authority and the limits sets forth in the Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s)

**XXXIX. REPORTING REQUIREMENTS**

At the public meeting of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township of Oxford a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:



- A. The name of any institution holding funds of the Township of Oxford as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township of Oxford.

**XL. TERM OF THE PLAN**

This plan shall be effective January 1, 2024 through December 31, 2024. The Plan may be amended from time to time as necessary.

To the extent that any amendment is adopted by the Borough Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-03. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2024-04  
RESOLUTION FIXING TAX AND SEWER COLLECTION  
DATES AND INTEREST RATES**

**BE IT RESOLVED**, that taxes shall be collected quarterly, the dates being February 1, May 1, August 1 and November 1, and that the interest rate of 8% per annum up to the first \$1,500.00 of delinquency, and 18% per annum over \$1,500.00 of delinquency, be collected after the respective due dates. There will be a ten (10) day grace period after which unpaid taxes will be charged interest from the due date. If a delinquency is over \$10,000.00 at year-end, an additional 6% flat penalty will be included.

**BE IT RESOLVED**, that sewer charges shall be collected quarterly, the dates being January 1, April 1, July 1, and October 1, with a thirty (30) day grace period. The interest rate of 8% per annum up to the first \$1,500.00 of delinquency, and 18% per annum over \$1,500.00 of delinquency be collected after the respective due dates. If a delinquency is over \$10,000.00 at year-end, an additional 6% flat penalty will be included.

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to adopt Resolution 2024-04. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

**RESOLUTION 2024-05  
AUTHORIZING THE AWARD OF A  
NON-FAIR AND OPEN CONTRACT FOR  
TOWNSHIP ATTORNEY**

**WHEREAS**, the Township of Oxford has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the services will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is one (1) year (January 1, 2024 through December 31, 2024); and

**WHEREAS**, the anticipated term of this contract is one (1) year or at the discretion of the Township Committee; and

**WHEREAS**, Lavery, Selvaggi, Abromitis & Cohen (Richard Wenner) has submitted a proposal indicating they will provide the legal services for the amount of \_\_\$150.00\_\_ per hour for legal services; and

**WHEREAS**, Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) has completed and submitted a Business Entity Disclosure Certification which certifies that Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) from making any reportable contributions through the term of the contract, and

**WHEREAS**, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by *N.I.A.C. 5:30-14.5* and that fees for the aforementioned legal services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Oxford, authorizes the Mayor and Clerk of the Township of Oxford to enter into a contract with Lavery, Selvaggi, Abromitis & Cohen (Michael Lavery) as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be published as required by law within 10 days of passage.

#### **CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-05. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

#### **RESOLUTION 2024-06 RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH FINELLI CONSULTING ENGINEERS FOR GENERAL TOWNSHIP ENGINEERING SERVICES**

**WHEREAS**, the Township of Oxford has a need to contract the services of a Township Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

**WHEREAS**, the Purchasing Agent has certified that the costs of this contract may or will exceed \$70,000; and

**WHEREAS**, the anticipated term of this contract is one (1) year or at the discretion of the Township Committee; and

**WHEREAS**, Finelli Consulting Engineers A Division of UTRS has completed and submitted a Business Entity Disclosure Certification which certifies that Finelli Consulting Engineers has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Finelli Consulting Engineers from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer will certify to the Township Clerk the availability of funds on an as-needed basis at the time when the Township needs the services provided by Finelli Consulting Engineers

**NOW THEREFORE, BE IT RESOLVED** that the Oxford Committee of the Township of Oxford to enter into a contract with Finelli Consulting Engineers as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

**BE IT FURTHER RESOLVED**, that copies of this resolution be forwarded to the Chief Financial Officer and Finelli Consulting Engineers

### **CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024

Georgette Miller moved to accept Resolution 2023-06. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

### **RESOLUTION 2024-07**

### **RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH GIBBONS, LLC, FOR TOWNSHIP BOND COUNSEL SERVICES**

**WHEREAS**, the Township of Oxford has a need to contract the services of a Township Bond Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

**WHEREAS**, the Purchasing Agent has requested the contract be awarded in the amount of not to exceed \$5,000; and

**WHEREAS**, the anticipated term of this contract is one (1) year or at the discretion of the Township Committee; and

**WHEREAS**, Gibbons LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that Gibbons LLC, has not made any reportable contributions to a

political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Gibbons LLC from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer has certified to the Clerk the availability Township of funds in the amount of not to exceed \$5,000; and

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Oxford authorizes the Mayor and Municipal Clerk of the Township of Oxford to enter into a contract with Gibbons, LLC. as described herein; and,

**BE IT FURTHER RESOLVED**, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

**BE IT FURTHER RESOLVED** that copies of this resolution be forwarded to the Chief Financial Officer and Gibbons LLC

### **CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-07. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

### **RESOLUTION 2024-08**

#### **RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH SUPLEE CLOONEY & COMPANY THE TOWNSHIP AUDITING SERVICES**

**WHEREAS**, the Township of Oxford has a need to contract the services of a Township Auditing Service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

**WHEREAS**, the Purchasing Agent has requested an awarded of contract for a total amount of not to exceed \$25,000; and

**WHEREAS**, the anticipated term of this contract is one (1) year or at the discretion of the Mayor and Township Committee; and

**WHEREAS**, Sluplee Clooney and Company has completed and submitted a Business Entity Disclosure Certification which certifies that Sluplee Clooney and Company, has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Sluplee Clooney and Company from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer will certify to the Township Clerk the availability of funds in the amount of not to exceed \$25,000; and

**NOW THEREFORE, BE IT RESOLVED** ~~NOW, THEREFORE BE IT RESOLVED~~, by the Township Committee of the Township of Oxford, authorizes the Mayor and Clerk of the Township of Oxford to enter into a contract with Sluplee Clooney and Company as described herein as auditors on and in behalf of the Township of Oxford for the year 2024; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

**BE IT FURTHER RESOLVED**, that copies of this resolution be forwarded to the Chief Financial Officer and Sluplee Clooney, and Company

#### **CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to adopt Resolution 2024-08. Seconded by Linda Koufodontes. Ayes: 3, Nays: 0, Abstain: 0. Absent: 0. Motion passed.

#### **RESOLUTION 2024-09 RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN AND STATE OF NEW JERSEY DESIGNATING CHARGES FOR NOTICES TO THE NEWS MEDIA AND INDIVIDUALS**

**WHEREAS** Section 14 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the public body to fix a reasonable sum to be charged to persons who request that notice of meetings, as required under the Act, be mailed to them individually; and

**WHEREAS** said Section further permits the public body to provide such notice free of charge to the news media who request same:

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Oxford, County of Warren and State of New Jersey, as follows:

1. Each person who requests that individual notices as required under the Act, be mailed, shall pay annually to the Township of Oxford, the sum of \$25.00 to cover the costs thereof.
2. Requests for such individual notice made by news media shall be granted without cost.
3. The sum herein designated is subject to change upon the adoption of a superseding Resolution by the governing body.

This Resolution shall take effect immediately.

### **CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-09. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

### **RESOLUTION 2024-10** **TOWNSHIP OF OXFORD TAX ASSESSOR**

**WHEREAS**, the Township Committee of the Township of Oxford has been informed by the Tax Assessor of the Township of Oxford that from time-to-time, changes in property use occur in the Township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

**WHEREAS**, the Tax Assessor of Oxford Township has requested the Township Committee authorize him to file petitions, notices and other documents regarding the assessing of such roll-back taxes with the Warren County Board of Taxation; and

**WHEREAS**, the filing of these documents regarding roll-back taxes by the Tax Assessor of the Township of Oxford is important to the tax assessment process of the Township and the Tax Assessor has already filed petitions and other documents regarding such roll-back taxes with the Warren County Board of Taxation;

**NOW, THEREFORE, BE IT RESOLVED**, by the Committee of Oxford Township that the Tax assessor of the Township of Oxford be, and he is hereby authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes;

**BE IT FURTHER RESOLVED** that this Township Committee hereby confirms and approved of the actions of the Tax Assessor to date in filing such documents regarding roll-back taxes with the Warren County Board of Taxation.

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-10. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2024-11  
TOWNSHIP OF OXFORD TAX ASSESSOR  
FILE CORRECTIONS**

**WHEREAS**, the Township Committee of the Township of Oxford has been informed by the Tax Assessor that from time to time errors are made in computing the tax assessment covering certain property located within the Township of Oxford, and

**WHEREAS**, the Tax Assessor has requested that the Township Committee authorize him to file corrections of such errors with the Warren County Board of Taxation, and

**WHEREAS**, the Tax Assessor is called upon to defend tax appeals filed with the Warren County Board of Taxation and to agree to stipulations of appeals,

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, that the Tax Assessor of the Township of Oxford be and is hereby authorized to file corrective appeals with the Warren County Board of Taxation concerning those properties wherein errors have been made, to represent the Township of Oxford in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Township of Oxford, which he feels are proper and in the best interests of the Township of Oxford.

**BE IT FURTHER RESOLVED** that the Tax Assessor sends copies of such corrected assessment to the individuals involved.

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-11. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.



**TOWNSHIP OF OXFORD  
RESOLUTION 2024-12  
2024 TEMPORARY BUDGET IN THE AMOUNT OF \$583,139.75**

**WHEREAS**, N.J.S.A. 40A:4-19 of the Local Budget Laws that where any contract, commitments or payments are to be made prior to the final adoption of the 2024 Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided, and;

**WHEREAS**, the date of this resolution is within the first thirty days of January 2024, and;

**WHEREAS**, the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$2,702,207.24, and;

**WHEREAS**, temporary budget appropriations for 2024 are \$583,139.75 including appropriations for capital improvement fund, debt redemption and public assistance.

**WHEREAS**, temporary budget appropriations do not exceed 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Oxford, County of Warren, State of New Jersey, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer.

2024	Operations Current Fund	\$583,139.75
2024	Debt Service	\$ 0.00
2024	Temporary Budget	\$583,139.75

Introduced	Seconded	Council	Aye	Nay	Abstain	Absent
Miller	Koufodontes	Norton	3	0	0	0

Adopted: \_\_\_January 3, 2024\_\_\_

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-12. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**TOWNSHIP OF OXFORD  
RESOLUTION 2024-13  
2024 TEMPORARY BUDGET IN THE AMOUNT OF \$ 361,514.92 SEWER  
UTILITY**

**WHEREAS**, N.J.S.A. 40A:4-19 of the Local Budget Laws that where any contract, commitments or payments are to be made prior to the final adoption of the 2024 Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided, and;

**WHEREAS**, the date of this resolution is within the first thirty days of January 2024, and;

**WHEREAS**, the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$1,377,199.69, and;

**WHEREAS**, temporary budget appropriations for 2024 are \$331,668.75 including appropriations for capital improvement fund, debt redemption and public assistance.

**WHEREAS**, temporary budget appropriations do not exceed 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Oxford, County of Warren, State of New Jersey, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer.

2024 Operations Current Fund        \$361,514.92

2024 Temporary Budget                \$361,519.92

Introduced	Seconded	Council	Aye	Nay	Abstain	Absent
Koufodontes	Miller	Norton	3	0	0	0

Adopted:    January 3, 2024

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Linda Koufodontes moved to accept Resolution 2024-13. Seconded by Georgette Miller and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2024-14**

**TOWNSHIP OF OXFORD  
DESIGNATING THE PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS**, in accordance with N.J.A.C. 17:27-3.2 each public agency shall designate an individual to serve as its Public Agency Compliance Officer or P.A.C.O; and

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of The Township of Oxford, (hereinafter "Public Agency") in the County of Warren and State of New Jersey, hereby designates Hector Herrera as its Public Agency Compliance Officer;

**BE IT FURTHER RESOLVED**, that the Township Qualified Purchasing Agent Rose Witt forward a certified copy of this resolution to the New Jersey Department of Treasury, Division of Contracts Compliance and Equal Employment Opportunity in Public Contracts.

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-14. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2024-15**

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE  
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in  
Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before

submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the Township Committee of the Township of Oxford, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

### **CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-15. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

### **RESOLUTION 2024-16**

#### **RESOLUTION AUTHORIZING THE TOWNSHIP OF OXFORD TO PROCESS THE CANCELLATION OF ANY PROPERTY TAX REFUND, SEWER REFUND, GARBAGE REFUND OR DELINQUENCY IN THE AMOUNT OF LESS THAN \$10.00**

**WHEREAS**, pursuant to P.L. 1987, Chapter 82 the Municipality may adopt a resolution authorizing a Municipal Employee to process, without further action on the part of the Governing Body, the cancellation of any property tax refund, sewer refund, garbage refund or delinquency of less than \$10.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Oxford, County of Warren does hereby authorize the Tax Collector, to process the cancellation of any property tax refund, sewer refund, garbage refund or delinquency of less than \$10.00, with good reason, without further action on the part of the governing body.

**BE IT FURTHER RESOLVED** that this authorization will remain effective until rescinded by State law or Township resolution. This resolution shall take effect immediately.

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-16. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2024-17**  
**RESOLUTION AUTHORIZING 2023 PROFESSIONAL SERVICES CONTRACT WITH DONALD FARINO FOR PUBLIC DEFENDER SERVICES**

**WHEREAS**, the Township of Oxford has a need to contract the services of a Public Defender as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

**WHEREAS**, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is one (1) year or at the discretion of the Township Committee; and

**WHEREAS**, for budgetary purposes, the Township Committee of the Township of Oxford would like to have this contract reflect a not to exceed amount of the 2024 adopted budget amount and;

**WHEREAS**, Donald Farino has completed and submitted a Business Entity Disclosure Certification which certifies that Donald Farino has not made any reportable contributions to a political or candidate committee in the Township of Oxford in the previous one year, and that the contract will prohibit Donald Farino from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Financial Officer will certify to the Township Clerk the availability of funds on an as-needed basis at the time when the Township needs the services provided by Donald Farino Law Offices

**NOW THEREFORE, BE IT RESOLVED** that the Township of Oxford authorizes the Mayor to enter into a contract with Donald Farino as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

**BE IT FURTHER RESOLVED**, that copies of this resolution be forwarded to the Chief Financial Officer and Donald Farino Law Offices

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-17. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2024-18  
APPOINT  
MATTHEW MOENCH AS MUNICIPAL PROSECUTOR FOR OXFORD TOWNSHIP**

**WHEREAS**, the position of Municipal Prosecutor is filled by a person providing a service;  
and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of Oxford Township, Warren County, New Jersey as follows:

That Matthew Moench be appointed as Municipal Prosecutor beginning January 1, 2024 thru December 31, 2024.

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-18. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUTION 2024-19  
RESOLUTION TO APPOINT  
CHARLES CARRO AS MUNICIPAL COURT JUDGE FOR THE OXFORD TOWNSHIP**

**WHEREAS**, the position of Municipal Court Judge is filled by a person providing a service; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of Oxford Township, Warren County, New Jersey as follows:

That Charles Carro be appointed Municipal Court Judge beginning January 1, 2024 thru December 31, 2026.

**CERTIFICATION**

I, Lee Geller Acting Municipal Clerk of the Township of Oxford, County of Warren and State of New Jersey, **DO HEREBY CERTIFY** that this is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Oxford, at their reorganization meeting held on January 3, 2024.

Georgette Miller moved to accept Resolution 2024-19. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**RESOLUIOTN 2024-20**  
**MEMORIALIZING RESOLUTION OF THE OXFORD TOWNSHIP LAND USE BOARD FINDING THAT BLOCK 31, LOT 21.01 QUALIFIES AS AN AREA IN NEED OF REDEVELOPMENT PURSUANT TO N.J.S.A 40A:12A-5**

**WHEREAS**, by Resolution 2023-73, adopted on August 2, 2023, the Township Committee of the Township of Oxford authorized the Oxford Township Land Use Board (“Land Use Board”) to undertake an investigation to determine whether the Study Area, hereby defined as being Block 31, Lot 21.01 on the tax maps of the Township of Oxford (“Study Area”), will qualify under the statutory criteria of N.J.S.A. 40A:12A-5 as a non-condemnation area in need of redevelopment; and

**WHEREAS**, a certain report entitled “Block 31, Lot 21.01 Area in Need of Redevelopment Investigation Report” (“Heyer Gruel Report”) was prepared by Heyer, Gruel & Associates dated October 10, 2023; and

**WHEREAS**, the Land Use Board complied with the notice provisions of N.J.S.A. 40A:12A-6 by providing a copy of the notice in a newspaper of general circulation once each week for two consecutive weeks, with a copy of the last notice provided ten days prior to the public hearing date of November 28, 2023 to the record owner of the subject property - the Township of Oxford; and

**WHEREAS**, a public hearing, in accordance with statutory notice requirements, was held by the Land Use Board on November 28, 2023 at which time the Land Use Board considered the testimony of Megan Stanley, AICP, P.P.; and

**WHEREAS**, the Land Use Board hereby makes the following findings of fact and conclusions of Law:

1. The Heyer Gruel Report contains a map showing the boundaries of the proposed redevelopment in accordance with N.J.S.A. 40A:12A-6(b).

2. The Study Area comprises an approximate 23.56-acre parcel owned by the Township of Oxford and purchased by the Township in 1970. The property has 380 feet of frontage along Pequest Road and is bordered to the north by forested land, to the west and east by

residential uses, and to the south by the Cambridge East Development. The portion of the property that fronts along Pequest Road has approximately 6 acres of overall size, and it is cleared land formerly used as recreational fields. The facilities are no longer used by the Township, and the use of the recreational fields has ceased. The fields are currently in a state of deterioration. The remainder of the Study Area largely consists of forested land with the exception of a wireless communications facility operated by T-Mobile located in the forested portion approximately 1,300 feet back from Pequest Road. That wireless communications facility is accessed by an unpaved road originating from the recreation facilities' parking lot.

3. The Heyer Gruel Report and testimony of Ms. Stanley conclude that the Study Area qualifies as an area in need of redevelopment under Subparagraph (d) of N.J.S.A. 40A-12A-5. In pertinent part, this section of the New Jersey Local Redevelopment and Housing Law provides that a delineated area may be deemed to be in need of redevelopment if the governing body of the municipality, by resolution, concludes that "Areas with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation... or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community". The report and testimony of Ms. Stanley notes that the recreational facilities referenced above are no longer used by the Township and there is no reasonable expectation that they will be used in the future. Accordingly, these recreational facilities have become obsolete. The existing structures previously located on the subject property are largely in a state of disrepair and are no longer useable. Without ongoing maintenance, these structures may become dangerous and pose a risk of vandalism and trespassing.

4. Based on the testimony of Ms. Stanley and the report, it is the opinion of the Township Planner that the Study Area meets the criteria to be designated as an area in need of redevelopment under subsection (d) of N.J.S.A. 40A:12A-5. The Board concurs with the recommendation of the Township Planner and finds that the statutory criteria is hereby satisfied as a Study Area being in need of non-condemnation redevelopment.

5. No interested parties appeared at the November 28, 2023 public hearing to comment on the application.

NOW, THEREFORE, be it resolved by the Land Use Board of the Township of Oxford as follows:

1. Block 31, Lot 21.01 qualifies as a non-condemnation area in need of redevelopment pursuant to N.J.S.A. 40A:12A-5.

2. A copy of this Resolution shall be authorized to be transmitted to the Township Committee.

We hereby certify this to be a true and complete copy of a Resolution adopted by the Land Use Board of the Township of Oxford on the 19<sup>th</sup> day of December, 2023.

**Rich Wenner wanted to clarify that this resolution 2024-20 is Designated for Bl 31 L 21.01 as an area of Redevelopment.**

Georgette Miller moved to accept Resolution 2024-20. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.



R 2024.21

AREA CODE 973 - 875-5800

# Space Farms ZOO AND MUSEUM

218 ROUTE 519, BEEMERVILLE, SUSSEX, NEW JERSEY 07461



December 1, 2023



This contract is between Space Farms and Oxford for removal of deer carcasses from municipal road right of ways at a fee of \$35.00 per deer payable monthly. This rate is valid January 1, 2024 through December 31, 2024. Space Farms agrees to remove deer carcasses within 24 hours of notification. If either party wishes to terminate this contract they may do so with a 30-day written notice.



Parker Space

Lee Ceccon  
Township/Borough Representative



FRED SPACE

<http://www.spacefarms.com>

PARKER SPACE

Georgette Miller moved to accept Resolution 2024-21. Seconded by Linda Koufodontes and passed by unanimous roll call vote. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0.

**Public Comment:** No Comments.

**Executive Session:** No Executive Session

**Adjourn:**

Mayor Norton moved to adjourn the meeting at 7:19 PM. Seconded by Georgette Miller. Ayes: 3, Nays: 0, Abstain: 0, Absent: 0. Motion passed.

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Lee Geller, Acting Municipal Clerk